



Britannica International School Budapest
Bringing the best of British Education to Hungary

Inspire, Excel, Exceed

Primary Teacher: Job Description

Key Tasks

- To plan, share, prepare and teach courses and lessons in accordance with agreed schemes of work and school/Key stage policies;
- To implement the English National Curriculum;
- To provide an effective learning environment in accordance with the School's 'Learning and Teaching' Policy;
- To prepare daily and long-term lesson plans according to curriculum guidelines.
- To teach a full range of subject areas.
- To develop children's interests, abilities and coordination using a variety of creative activities (please note, sport music and art are taught by subject specialists during year's 5 and 6)
- Maintain productive working habits and discipline in the classroom.
- Supervise students throughout the day, both in the classroom and outside during breaks.
- Attend staff meetings and training and development sessions.
- Assess, evaluate and report on students' educational progress and abilities.
- Setting and conducting testing.
- Discussing students' progress with parents and guardians, administrators and other professionals as necessary.
- Organising, attending and supervising school activities such as excursions, school concerts, camps and sporting events.
- To implement the SEN Code of Practice;
- To make effective use of teaching assistants or other adults in the classroom.

Continuing Professional Development

- To participate pro-actively in the performance management process,

attending review meetings and meeting relevant deadlines associated with the process;;

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the curriculum, which should lead to improvements in teaching and learning;
- To take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the School Development Plan and the performance management process;
- To contribute to Key stage/phase/school development by sharing professional learning, expertise and skills with others in the team;
- To be a reflective practitioner, evaluating and improving your own practice in order to take teaching and learning forward.

Administration

- To implement the school assessment, recording and reporting procedures;
- To keep an accurate register of students in accordance with the School's policy;
- To fulfil supervisory duties;
- To participate, contribute and if appropriate take the lead role in appropriate meetings with colleagues and parents.

Health and Safety

- To comply with procedures on all matters concerning health, safety and welfare in accordance with the school's policies and procedures;
- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.

Key Criteria

- A suitable teaching qualification in Primary Education
- Experience, understanding and skills relevant to the specific responsibilities of the post.
- An ability to demonstrate recent effective strategies to achieve high quality teaching and learning.
- The ability to work as part of a team.
- Effective communication skills to a wide range of people (staff, parents, students)

- Effective organisational and classroom management skills.
- Ability to make effective use of ICT to enhance teaching and learning
- This job description may be reviewed and subsequently amended or modified in negotiation with the post holder

PROFESSIONAL DUTIES

TEACHING

- Planning and preparing appropriate courses and lessons.
- Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and, as appropriate, the reviewing of pupils' work.
- Assessing recording and reporting on the development, progress and attainment of pupils according to the normal practice of the school.
- Participating as appropriate in the School's arrangements for pupils taking admission examinations.

OTHER ACTIVITIES

- Fostering the general progress and well being of the individual pupils in any class or group of pupils assigned within the role

As appropriate:

- Providing guidance and advice to pupils on educational and social matters and making relevant records and reports.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents and pupils.
- Communicating and co-operating with persons or bodies outside the School.
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

REVIEW AND PROFESSIONAL DEVELOPMENT

- Reviewing from time to time methods of teaching and programmes of work
- Participating in arrangements for further training and professional development as a teacher.

CURRICULUM DEVELOPMENT

- Advising and co-operating with the Principal, Head of Primary and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.

DISCIPLINE AND WELL BEING

- Maintaining good order and promoting self-discipline among pupils and taking reasonable care of their safety and well being, whilst in the teacher's charge.

STAFF MEETINGS

- Participating in a reasonable number of meetings which relate to the School curriculum or to the administration or organisation of the School, including pastoral arrangements.
- Such meetings shall normally be held at the School and be of reasonable duration.

ADMINISTRATION

- Where appropriate, taking responsibility for the maintenance of an accurate register of the pupils' attendance at School.
- Taking a reasonable share of the supervision of pupils on the School premises whether before, during or after School sessions.

Please note that this job description is not an exhaustive list and there may be other tasks not on the job description required at the discretion of the Principal.

Britannica International School, Budapest

Britannica International School is the longest established British School in Hungary. We cater for children from five to eighteen years of age. We have a thriving Primary Department and an excellent Secondary Department. The foundation of our educational programme is the National Curriculum for England suitably enhanced to reflect our truly international nature. In the Secondary Department, International General Certificate of Secondary Education (IGCSE), Advanced Subsidiary Levels (AS) and Advanced Levels (A Levels), provide graduating students with gold standard diplomas for entry to

leading universities around the world including those at Oxford and Cambridge. In recent years our public examination scores have been above the UK national average and our A level grades have allowed our students to enter many prestigious universities, both in Hungary and abroad. The school is a registered Cambridge International Examinations Centre and a full member of the Council of International Schools.

Orbital Education

Orbital Education own and operate a growing group of international schools across the globe that cater for students between the ages of 3 and 18 years. We specialise in delivering the English National Curriculum, enhanced to meet the needs of an internationally diverse student population.

Safer recruitment policy

Britannica International School, Budapest is committed to safeguarding and promoting the welfare of children and young people and expects all of its staff and stakeholders to share this commitment. Appointment to this role is subject to Disclosure and Barring Service (DBS) checks and systems overseas. This position is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. We operate an equal opportunities policy.